

## BURDETT BURSARIES GUIDANCE FOR APPLICANTS

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### **Burdett Bursaries**

The Burdett Bursary programme aims to enable nurses, midwives and allied health professionals to undertake postgraduate studies to further their professional development and enhance their knowledge and practical skills base. Bursaries of up to £5,000 are intended to help defray the costs associated with postgraduate study in a UK academic department. Grants are available to support nurses<sup>1</sup> undertaking a Masters in Nursing (MSc), Postgraduate Certificate in Nursing (PG Cert), Postgraduate Diploma in Nursing (PG Dip) or other MSc programmes relevant to their professional group on a full-time or part-time basis.

### **Criteria for eligibility:**

- Applicants must be a UK registered nurse, midwife or allied health professional delivering some direct care.
- Applicants must be a British citizen or living permanently in the UK.
- Applicants must be intending to undertake postgraduate studies relating to nursing in their particular field.
- Funding is only available for courses studied within the UK.
- Applicants who have commenced study prior to making an application will be considered, however successful applicants will only receive funding for costs relating to elements of their study that have not yet been undertaken.
- Applicants must submit the following material: a fully completed online application form; a 500 word personal statement and the email address of their current manager who will be asked to supply a reference.

### **Terms and Conditions:**

- Applications not meeting the eligibility criteria above will not be assessed.
- Successful applicants will be required to provide a report on the studies undertaken and their impact which may be used to promote awareness of the Bursary Fund.
- Successful applicants are expected to acknowledge the source of funding in any dissemination of the funded work.

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<sup>1</sup> Throughout this document for 'nurses' read 'nurses, midwives and allied health professionals'.

- The Trust must be notified and funds returned in the event of an applicant receiving funding elsewhere for the same activity or not completing the activity for which funds were allocated.
- Bursaries awarded are not transferable to other activities.
- The decision of the Trustees is final and unfortunately feedback will not be available for unsuccessful applications.

**Timescale:**

- Applications may be submitted at any time during the year. However applicants should apply well ahead of their proposed study/activity as it could take up to 8 weeks for a decision to be made.
- Successful applicants will be expected to use the funding within eighteen months of the date of their application.

**Information about the funding:**

- The maximum amount awarded will not exceed £5,000.
- The funding may not be used for any of the following:
  - a). retrospective activity, i.e. for any activity completed before the date of the application;
  - b). salaries, subsistence, or replacement staff costs;
  - c). capital costs or equipment, e.g. IT;
  - d). courses studied outside of the UK.

The Trust will ask for original copies of receipts for all aspects of funded activity.

**How to apply:**

Applicants will be asked to submit their application and personal statement online via the Burdett Trust's website. Guidance on writing your personal statement and on the supporting reference is given below. Applicants **should not submit** any further documentation or letters as these cannot be considered by the Trustees.

**Personal statement:**

Within the online application form applicants are asked to provide a personal statement that must not exceed 500 words. Applicants should include the following information within their personal statement:

- their reasons for choosing their course;
- the nature of the proposed studies and its contribution to their career development;
- how the studies may eventually impact on patient care;
- other benefits that might result from the studies, for example, benefits to nurse leadership or to the community.

Please note that the ability to provide a succinct statement is a key factor in determining the success of applications.

### **Supporting reference:**

Applicants should inform their manager that they are applying for a Burdett Bursary and seek their support. The application form asks the applicant to supply the details and email address of their manager, who will be asked to provide a reference to show how the proposed study will be supported. If an applicant cannot provide a manager's details because they are self-employed, they should explain how their studies can be managed within their existing commitments.

### **How to submit the application:**

Applicants should complete the online application form and personal statement. Please note that we cannot consider any additional documentation or supporting material/letters.

### **Further information:**

For clarification on eligibility or any other information please email:

[administrator@burdettnursingtrust.org.uk](mailto:administrator@burdettnursingtrust.org.uk)

### **Data Protection Act**

To comply with this Act, we require your consent to use personal data supplied by you in the processing and review of your grant application. This includes transfer to and use by such individuals and organisations as the Burdett Trust deems appropriate. The Burdett Trust requires your further assurance that personal data about any other individual is supplied to the Trust with his/her consent.

**Please Note: submitting an online application to the Trust confirms this consent and assurance.**